

National Aeronautics and  
Space Administration  
**Lyndon B. Johnson Space Center**  
2101 NASA Parkway  
Houston, Texas 77058-3696



10/19/12

**TO:** Crew, Robotics, Avionics, and Vehicle Equipment (CRAVE II) Contractors

**FROM:** BH2/Contracting Officer

**SUBJECT:** CRAVE II Request for Proposal (RFP) CRAVE II DO 21 Flight Training

Proposals are being solicited from Contractors that have been awarded CRAVE II contracts for award of a Delivery Order (DO). The type of DO, evaluation criteria, basis for award, and IGE range is provided in Enclosure 1, CRAVE II Delivery Order Contract Type, Evaluation Criteria, & Basis for Award. The technical requirements for the DO are provided in Enclosure 2 (Delivery Order Requirements).

All Contractors that were awarded contracts under A-CRAVE II or B-CRAVE II will be provided the opportunity to compete for award of this DO. All of the terms and conditions, including Federal Acquisition Regulation (FAR), NASA FAR supplement and Johnson Space Center contract clauses, that are included in your CRAVE II contract apply to this DO.

Offerors are advised to read all requirements contained within Enclosure 2. The following information shall be considered when preparing proposals for the Government's evaluation:

Questions Related to the DO RFP

All questions and comments related to the enclosed RFP shall be submitted in writing via the e-mail address listed below. Please title the e-mail note "Questions / Comments – RFP CRAVE II DO 21 Flight Training" in the subject block, and make sure to include in the note a name and a daytime phone number of the person submitting questions or comments. **All contractors who plan to propose on this DO shall indicate their intention to do so by the due date listed below for receipt of questions.**

Offerors shall submit all questions by 4:00 p.m. local time October 25, 2012, to allow for timely consideration. Answers to all questions will be posted to the CRAVE II acquisition website.

E-Mail Correspondence

All e-mail correspondence related to this solicitation should be submitted to the following e-mail address: [audrey.c.montgomery@nasa.gov](mailto:audrey.c.montgomery@nasa.gov) and [stacy.g.houston@nasa.gov](mailto:stacy.g.houston@nasa.gov)

Electronic Access

The DO RFP, a technical library, and other information about this solicitation and the CRAVE II contracts can be accessed electronically at the following address:

<http://procurement.jsc.nasa.gov/CRAVE2/default.asp>

**PROPOSAL SUBMISSIONS:**

Proposals shall include the telephone and fax numbers and an e-mail address where the person responsible for the proposal can be contacted. Proposals are to be submitted in Volumes, as shown below. Pages are to be numbered and formatted as one side of a sheet, 8 1/2" x 11", with at least one inch margins on all sides, using not smaller than 12 point type, with the exception of tables and figures, which may use 10 point type. Foldouts count as an equivalent number of 8 1/2" x 11" pages.

In an effort to make this process proceed as quickly as possible, proposals are only to be submitted electronically as an e-mail attachment to: [audrey.c.montgomery@nasa.gov](mailto:audrey.c.montgomery@nasa.gov) and [stacy.g.houston@nasa.gov](mailto:stacy.g.houston@nasa.gov).

Proposals are due no later than **4:00 p.m. central time November 2, 2012**. All proposals shall be submitted in Microsoft Word, Microsoft Excel, or Microsoft Project formats as applicable.

**Volume I - Technical Proposal:**

Your proposal shall provide information which demonstrates your understanding of the work in Enclosure 2. Your technical proposal shall include, as applicable, your proposed technical concept and capabilities with supporting rationale, manufacturing plans, proposed materials selections, test plan outline, and other data to adequately describe the technical content necessary to meet the requirements stated in this DO (including, as applicable, design, development, hardware, production, etc). Your proposal shall also include your proposed methods of interfacing with JSC. Your discussion shall include identification and proposed resolution of any potential problems or identified risks likely to be encountered during DO performance. You are to demonstrate an understanding of the technologies involved in performing this work, and indicate the application of new techniques, methods, or materials or innovative approaches to optimize product performance.

Your proposal shall discuss the planned labor skills and hours, using the standard labor categories in Section B of your CRAVE II contract, in order to satisfy the requirements, along with your rationale for the proposed costs. This shall include a discussion, along with rationale, for the proposed team, including subcontractors.

Your technical proposal shall also include a milestone schedule with sufficient data to describe and track the efforts proposed to meet the work described in the DO. This schedule shall be in the Microsoft Projects Format and shall directly correlate with your proposed Cost/Price and BOE for this DO.

**Technical Concept Page Limit:**

Your Technical Proposal shall be limited to **15 PAGES**. Any pages in excess of this page number limitation will not be included as part of the Government's proposal evaluation. This page

limitation does not include any title, table of contents, acronyms, BOE's, or schedules. **This page limitation does not include any documents specifically requested by this DO to be included with the Proposal.**

**Volume II – Past Performance:**

Offerors are requested to provide any relevant Past Performance information, including customer contact information, which would provide additional support for their ability to perform this task. This information will be considered when scoring each offeror's past performance. Your Past Performance shall be limited to 5 pages.

**Volume III - Cost/Price:**

Cost/Price proposals shall include a completed Excel "CRAVE II Pricing Format" spreadsheet, which is available in electronic format on the CRAVE II website listed above. Instructions for completion of the "CRAVE II Pricing Format" are included within the spreadsheet. The cost/price proposals should be inclusive of the base period and any options as identified in Enclosure 2.

You are reminded that the direct/indirect rates and fee included in Section B of your CRAVE II contract are the maximum rates you are able to propose for DOs; and you are encouraged to propose your most competitive rates as applicable to this DO.

Any applicable proposed Fee is considered a negotiable item, and may be an item of discussion prior to selection.

Rationale shall be provided for any proposed material and travel.

**EVALUATION CRITERIA AND AWARD:**

*For purposes of complying with FAR 52.232-22, Limitation of Funds, the total amount allotted by the Government to the contract is specified in clause B.6, Contract Funding. The funding listed in B.6 is the amount allotted for all Delivery Orders on the contract combined. All terms and conditions of the contract apply to this Delivery Order. In the event of a conflict between the contract and this delivery Order, the contract shall prevail.*

In accordance with Contract Clause, F.3 (ORDERING PROCEDURES), a review will be made of each Contractor's proposal, and any necessary discussions, the Contracting Officer may issue one or more DOs to the Contractor considered to be the **best value** pursuant to the stated selection criteria for the DO.

***The criteria established in Enclosure 1 will be used to evaluate your proposal.***

As a reminder, Wage Determinations, as contained within your contract are contemplated to be updated annually through contract modifications. Therefore, you are to utilize the Wage Determinations as contained in your contract.

Offers that do not comply with the Government-unique standards specified in this RFP, or within your CRAVE II contract, may be determined to be non-responsive or unacceptable.

The Government may determine that an offer is unacceptable because:

1. It does not represent a reasonable initial effort to address the essential requirements of the RFP or your contract and/or clearly demonstrates that you, as the Offeror, do not understand the requirements;
2. It reflects a substantial design or development drawback; or
3. It contains major deficiencies or omissions or out-of-line costs.

Proposals in response to this solicitation will be valid for 90 days. Late proposals will not be accepted.

Any deliverables/products, with the exception of specific company financial data, submitted to the Government under this Delivery Order will become Government property and may be made available for subsequent procurements (Reading Libraries) at the Government's discretion. The normal path way under the CRAVE II procurement mechanism is that proprietary solutions are not planned. This does not preclude Offeror's from proposing proprietary solutions to the Delivery Order Requirements; however, such solutions should be proposed as an option so that the Government may make assessment at the time of the proposal evaluation as to the best path to meet the Government's requirements.

Offerors that do include in their proposals data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, shall-

(1) Mark the title page with the following legend: "This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed-in whole or in part-for any purpose other than to evaluate this proposal. If, however, an order is awarded to this offeror as a result of, or in connection with, the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the applicable contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [*insert numbers or other identification of sheets*]"; and

(2) Mark each sheet of data it wishes to restrict with the following legend: "Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal."

All pages of the proposal are to be marked in Capital Letters: "PROPOSAL DATA IN RESPONSE TO RFP CRAVE II DO 21 Flight Training."

The Government reserves the right to make zero or more awards for this DO.

The Government intends to make award without discussions and without requests for proposal revisions, except for any discussions necessary to negotiate any proposed fee. Therefore, you are

encouraged to submit your best proposal. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary.

You will be notified of award or non-award by posting on the CRAVE II website. If so requested by you within 3 business days from notification of award, an opportunity for a post-award debriefing will be provided.

*Original signed by*

Stacy G. Houston  
Contracting Officer

Attachment:  
Enclosure 1  
Enclosure 2